

**TO: Chair and Members**

**DATE: April 9, 2015**

**SUBJECT: Formation of Executive Steering Committee (ESC)  
to Revise the Selection and Training Standards for  
Local Corrections: Requesting Approval.**

**AGENDA ITEM: H-2**

**RESOURCE PERSON: Mary Wakefield**  
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**ACTION: X**

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**Summary:** This agenda item requests approval to 1) form an Executive Steering Committee (ESC) to review and revise the Standards and Training for Corrections (STC) division's selection and training standards, based on the recently completed job analysis. Staff is also requesting the Board approve 2) the appointment of Michael Ertola as Chair of the ESC, 3) the stakeholder interests and subject matter expertise to be represented on the ESC, and 4) that the Board delegate authority to the Chair to work with staff to name the members of the ESC, based on stakeholder interests and subject matter expertise.

**Background:**

As described in agenda item H-1, the STC division has recently completed Phase 1 of the Local Selection and Training Standards (LSATS) project. This included the completion of a job analysis of the Adult Corrections Officer (ACO), Juvenile Corrections Officer (JCO), and Probation Officer (PO) classifications and a study of how those jobs have changed over time and as a result of realignment. The STC division is now beginning Phase 2 of the LSATS project. It will include the revision of the selection and trainings standards for the ACO, JCO, and PO entry-level classifications, and the training standards for correctional supervisors and correctional managers. These standards include:

- Core training programs for ACO, JCO, PO, supervisors and managers
- Annual training requirements for all classifications
- Entry examination for ACO, JCO, PO
- Hearing standards for ACO, JCO, PO
- Vision standards for ACO, JCO, PO
- Medical screening standards for ACO, JCO, PO
- Background investigation standards for ACO, JCO, PO

The ESC will bring subject matter experts and stakeholders together to examine the job analysis results, including core tasks and required knowledge, skills, and abilities. The ESC may make recommendations to change the STC standards in order to align with the changing selection and training needs of local corrections agencies. Because of the need for multiple workgroups evaluating complex issues, it is estimated that the ESC will need to be in place for at least 24 months.

California Penal Code 6024 (c) requires the Board to seek the advice of a balanced range of stakeholders and subject matter experts to ensure that its efforts are informed by those with the most specific knowledge concerning the subject matter under consideration. This includes the participation of those who must implement and are impacted by the resulting decisions of the Board. This membership includes representation from agencies who must fund and implement the revised standards as well as experts in the field of training. It is recommended that representatives from the following areas form the ESC:

- Chair – Michael Ertola
- Probation Chief (medium or large agency)
- Assistant Probation Chief (medium or large agency – reverse of Probation Chief)
- Sheriff (small agency)
- Sheriff (large or medium agency)
- Undersheriff (large or medium agency – reverse of Sheriff)
- Facility Manager (adult or juvenile)
- Chief of Police
- California Community College
- Local Agency Training Manager
- Local Agency Human Resource (HR) Director
- CDCR Office of Professional Training and Development
- California University
- Private business training executive
- Attorney with expertise in employment-related training and/or employment law, including employee selection issues
- Advocate

Workgroups will also be formed that will include expertise specifically related to the standard being revised. For example, HR experts will be included in selection standard development, and content experts (mental health, officer safety, etc.) will be included in training standard development.

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**Recommendation/Action Needed:**

Staff recommends the Board:

1. Approve the formation of an Executive Steering Committee (ESC) to review and possibly revise the Selection and Training Standards for Local Corrections.
2. Appoint Board member Michael Ertola to serve as the Chair of the ESC
3. Approve this report's list of stakeholder interests and subject matter expertise to be represented on the ESC.
4. Delegate authority to the Chair to work with staff to name the members of the ESC, based on stakeholder interests and subject matter expertise.

Attachments:

None